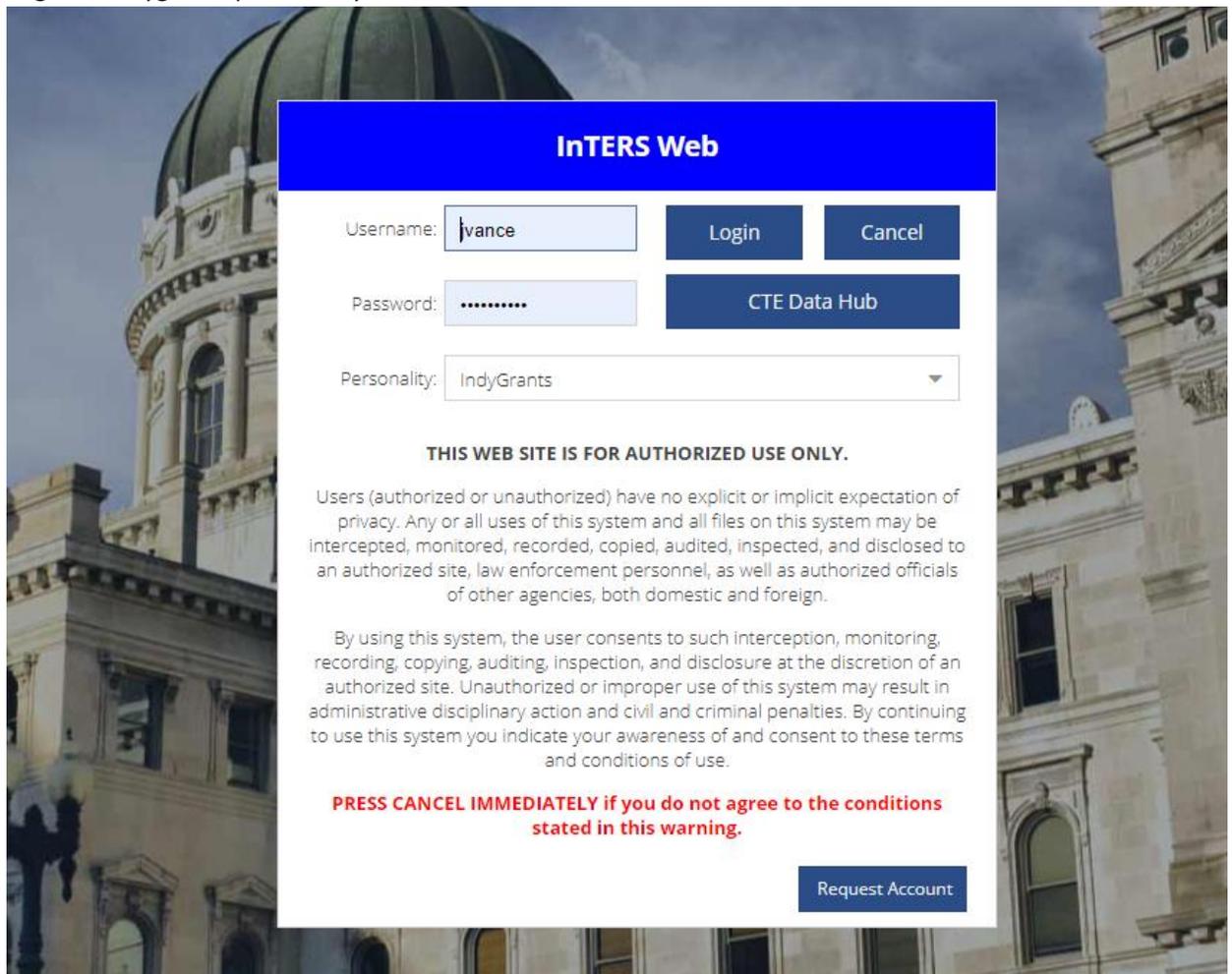




INDIANA COMMISSION *for* HIGHER EDUCATION

How to complete invoicing via IndyGrants

- Log into Indygrants personality of CTE InTERS

A screenshot of the InTERS Web login interface. The page has a blue header with the text "InTERS Web". Below the header, there are three input fields: "Username:" with the text "jvance", "Password:" with a masked password ".....", and "Personality:" with a dropdown menu showing "IndyGrants". To the right of the "Username:" field are two buttons: "Login" and "Cancel". To the right of the "Password:" field is a button labeled "CTE Data Hub". Below the input fields, there is a bolded warning: "THIS WEB SITE IS FOR AUTHORIZED USE ONLY." followed by a paragraph of text regarding privacy and authorized use. At the bottom right, there is a button labeled "Request Account".

InTERS Web

Username:

Password:

Personality:

THIS WEB SITE IS FOR AUTHORIZED USE ONLY.

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

PRESS CANCEL IMMEDIATELY if you do not agree to the conditions stated in this warning.

➤ Select Perkins Basic Grants

Dashboard Home
Information

Session expires in: 1:29:47

[Home](#)

Perkins Basic Grants

[CTE Grants](#)

[Renegotiate](#)

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[Test](#)

Availability of Perkins Basic Grant

The Governor's Workforce Cabinet, Office of Career & Technical Education (OCTE) announces the availability of Perkins V funding for fiscal year 2023-24 for secondary Perkins Basic Grants.

The local grant recipient shall abide by all state and federal regulations. The FY 2023-24 Local Plan Amendments & Budget will be effective when signed, dated by the recipient, and approved by the Indiana OCTE. A local plan or budget may be modified by mutual agreement.

The eligible recipient hereby assures, certifies and agrees to operate and perform the programs in the Local Plan Amendments & Budget in accordance with all the terms and conditions of this application and criteria affecting such programs. The signature of the authorized administrator of the eligible recipient on this form assures and certifies that specific information detailed in the Local Plan Amendments & Budget and attachments is current, accurate, and complete, and attests that s/he participated in the development of the document, and is in support of the activities outlined.

Title I of Perkins V requires that all Local Plan Amendments & Budgets for each program year:

- Be submitted by each area CTE district, and
- Meet all nine required uses listed in Appendix B, and improve the area CTE districts Basic Grant Student Performance Indicators

User Privacy Policy

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

Use the arrow at the top of this panel to collapse it.

To make the website larger or smaller, hold down the "ctrl" key and use the mouse scroll wheel.

➤ Verify grant year field is set to 2023-2024

Dashboard Home
Perkins Grant Applications Dashboard

Session expires in: 1:29:56

[Home](#)

Perkins Basic Grants

[CTE Grants](#)

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Grant Year: Location: [Clear](#) [Search](#)

Code	Grant	Grant Years
06	A.K. Smith	20232024
26	Anderson Community Schools	20232024
30	Area 30 Career Center	20232024
31	Area 31 Career Programs	20232024
38	Blue River Career Programs	20232024
18	Bluffton High School	20232024
32	Career and Technical High School	20232024
37	Central Nine Career Center	20232024
16	Century Career Center	20232024
41	Columbus Area Career Connection	20232024
01	East Chicago High School	20232024
08	Elkhart Area Career School	20232024
14	FWCS Career Academy	20232024
03	Gary Area Career Center	20232024
21	Grant Regional Career Center	20232024
19A	Greater Lafayette Career Academy	20232024
52	Hamilton County	20232024
02	Hammond Area Career Center	20232024
17	Heartland Career Center	20232024
25	Hinds Career Center	20232024
36	Hoosier Hills Career Center	20232024
09	Impact Institute	20232024
10	Indian Trails Career Coop.	20232024

Use the arrow at the top of this panel to collapse it.

To make the website larger or smaller, hold down the "ctrl" key and use the mouse scroll wheel.

➤ Right click on the 2023-2024 grant application row and select invoice tracking

Dashboard Menu Perkins Grant Applications Dashboard

Session expires in: 1:27:56

Grant Year: 20232024 Location:

Code	Grant	Grant Years	Grant Amount	Difference	Grant Status	Award Status
06	A.K. Smith	20232024	318,718.00	0.00	Initial Final	Signature Review
26	Anderson Community Scho	20232024	329,188.00	0.00	Initial Final	Signature Review
30	Area 30 Career Center	20232024	94,189.00	0.00	Initial Final	Signature Review
31	Area 31 Career Programs	20232024	828,015.00	0.00	Initial Final	Signature Review
38	Blue River Career Program	20232024	97,823.00	0.00	Initial Final	Signature Review
18	Bluffton High School	20232024	406,278.00	0.00	Initial Final	Signature Review
32	Career and Technical High	20232024	1,357,690.00	0.00	Initial Final	Signature Review
37	Central Nine Career Center	20232024	801,188.00	0.00	Initial Final	Signature Review
16	Century Career Center	20232024	129,708.00	0.00	Initial Final	Needs Signature
41	Columbus Area Career Con	20232024	382,733.00	0.00	Initial Final	Signature Review
01	East Chicago High School	20232024	157,883.00	0.00	Initial Final	Signature Review
08	Elkhart Area Career School	20232024	848,556.00	0.00	Initial Final	Signature Review
14	FWCS Career Academy	20232024	1,168,182.00	0.00	Initial Final	Signature Review
03	Gary Area Career Center	20232024	425,472.00	0.00	Initial Final	Signature Review
21	Grant Regional Career Center	20232024	207,903.00	0.00	Initial Final	Signature Review
19A	Greater Lafayette Career Academy	20232024	374,407.00	0.00	Initial Final	Signature Review
52	Hamilton County	20232024	509,387.00	0.00	Initial Final	Signature Review
02	Hammond Area Career Center	20232024	613,737.00	0.00	Initial Final	Signature Review
17	Heartland Career Center	20232024	124,676.00	0.00	Initial Final	Signature Review
25	Hinds Career Center	20232024	127,795.00	0.00	Initial Final	Signature Review
36	Hoosier Hills Career Center	20232024	382,546.00	0.00	Initial Final	Signature Review
09	Impact Institute	20232024	403,526.00	0.00	Initial Final	Signature Review
10	Indian Trails Career Coop.	20232024	207,774.00	0.00	Initial Final	Signature Review

Use the arrow at the top of this panel to collapse it.

To make the website larger or smaller, hold down the "ctrl" key and use the mouse scroll wheel.

➤ In the bottom section Invoices, Modifications & Asset Requests right click and select Add Invoice

Grant Invoice Tracking: Area District #26 - Anderson Community Schools

PO Number:

Grant Invoicing Status	Budget Categories	Activities	Amount	Last Date
Allocated Grant Amount			\$329,188.00	
Submitted Invoices	0		\$0.00	
Approved Invoices	0		\$0.00	
Submitted Modifications	0		\$0.00	
Approved Modifications	0		\$0.00	
Submitted Asset Requests	0		\$0.00	
Approved Asset Requests	0		\$0.00	
Grant Funding Remaining			\$329,188.00	

Invoices / Modifications / Asset Requests

Invoice Number	Date	Type	Name	Amount	Approval Status
<input type="button" value="+ Add Invoice"/>					

https://cte.inters-dwd.com/IndyGrants/index.html?ro=IQA586F97-5287-4D33-B857-18EE98C952CE&_dc=220153460598#

➤ Fill out the required fields (*)

Grant Invoice Tracking: Area District #26 - Anderson Community Schools

Grant Invoice Detail Edit: ()

Invoice Number: -1 Date:* [] School Invoice Identifier []

Description:* []

Type *
 Invoice Modification Asset Request

Reporting Period:* [] to:* [] Extra: []

Notes: []

Reviewer Use Only
Approval Status: PENDING
Primary Approval By: [] Approved Date: []

Invoice Detail

Description	Amount	Category	Activity
-------------	--------	----------	----------

Invoice Total: \$0.00
ID: -1

➤ In the Invoice Detail section right click and select Add Detail

Grant Invoice Detail Edit: ()

Invoice Number: -2 Invoice Date [] School Invoice Identifier []

Description:* []

Type *
 Invoice Modification Asset Request

Start Date: [] End Date: [] Extra: []

Notes: []

Reviewer Use Only
Approval Status: PENDING
Primary Approval By: [] Approved Date: []
Secondary Approval By: [] Approved Date: [] Ticket # (Vfire): []

Notes: []

Invoice Detail

Description	Amount	Category	Activity
-------------	--------	----------	----------

Invoice Total: \$0.00
ID: -2

Add Detail

- Enter a description and amount and then select a category and activity and hit update

Grant Invoice Detail Edit: () TEST

Invoice Supporting Documents

Reviewer Use Only
Approval Status:
Primary Approval By:
Secondary Approval By:
Approved Date:
Approved Date:
Ticket # (Vfire):

Notes:
Internal Notes:

Invoice Detail

Description	Amount	Category	Activity
TEST	5000	Materials	BS-D Equipment/Technology/Materials

Update Cancel

Invoice Total: \$5,000.00
ID: 14

- Select the Supporting Documents tab

Grant Invoice Detail Edit: ()

Invoice Supporting Documents

Invoice Number: -2 Invoice Date
School Invoice Identifier
Description:*
Type *
 Invoice Modification Asset Request
Start Date:
End Date:
Extra:
Notes:
Reviewer Use Only
Approval Status: PENDING
Primary Approval By:
Secondary Approval By:
Approved Date:
Approved Date:
Ticket # (Vfire):

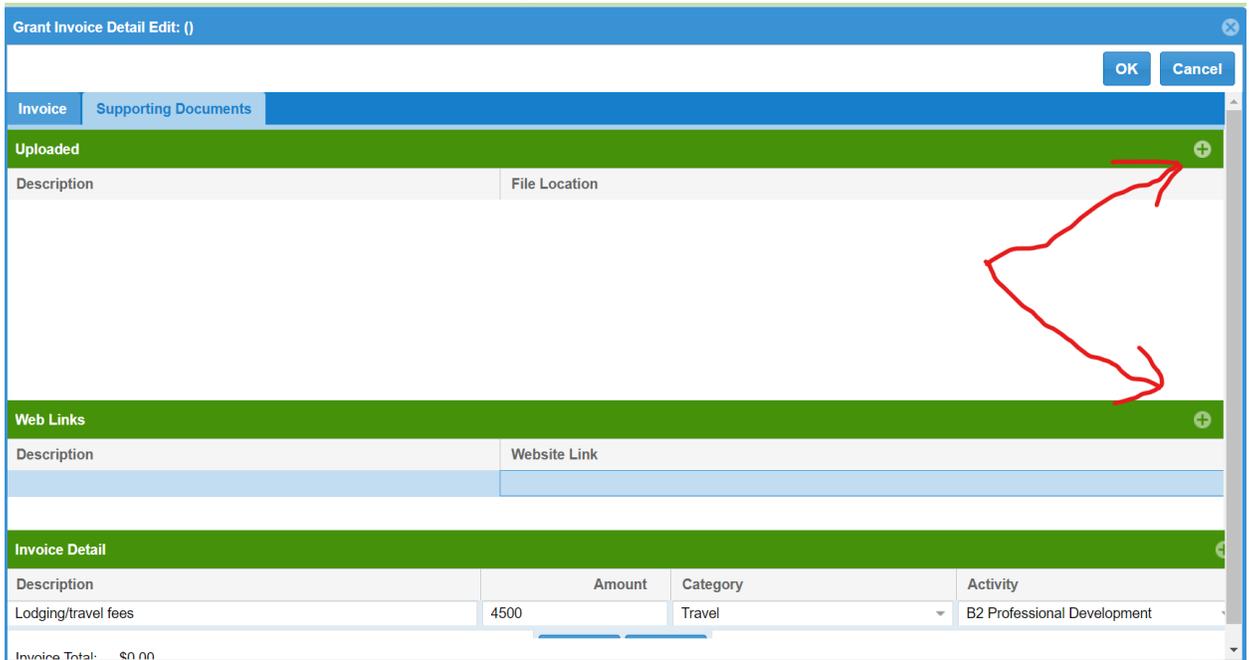
Notes:

Invoice Detail

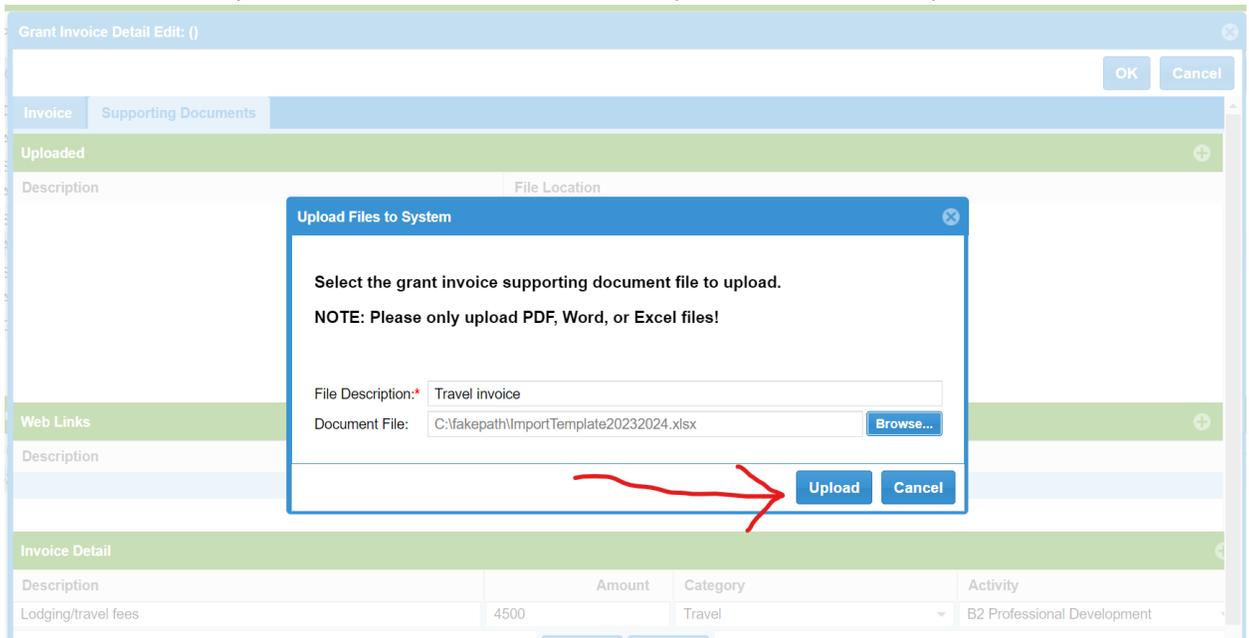
Description	Amount	Category	Activity
Lodging/travel fees	4500	Travel	B2 Professional Development

Invoice Total: \$0.00
ID: -2

- Select the (+) to add the required supporting documentation



- Provide a file description and then find the document in your files and select upload



- Add a description and enter the website link and select update

The screenshot shows the 'Grant Invoice Detail Edit' window. The 'Web Links' section is active, showing a table with columns for Description, Website Link, and buttons for Update and Cancel. A red arrow points to the 'Update' button. Below this, the 'Invoice Detail' section shows a table with columns for Description, Amount, Category, and Activity. The first row contains 'Lodging/travel fees', '\$4,500.00', 'Travel', and 'B2 Professional Development'. The 'Invoice Total' is \$0.00 and the ID is -2.

Description	Website Link
Travel information	http://example.com

Description	Amount	Category	Activity
Lodging/travel fees	\$4,500.00	Travel	B2 Professional Development

- Once you have completed the invoice/modification/asset request hit ok (this saves your work)

The screenshot shows the 'Grant Invoice Detail Edit' window with the 'OK' button highlighted by a red arrow. The 'Invoice' section is active, showing fields for Invoice Number (-2), Invoice Date, School Invoice Identifier, Description, Type (Invoice selected), Start Date, End Date, and Extra. The 'Notes' section is empty. The 'Reviewer Use Only' section shows Approval Status (PENDING), Primary Approval By, Approved Date, Secondary Approval By, Approved Date, and Ticket # (Vfire). The 'Invoice Detail' section shows the same table as in the previous screenshot. The 'Invoice Total' is \$0.00 and the ID is -2.

Description	Amount	Category	Activity
Lodging/travel fees	\$4,500.00	Travel	B2 Professional Development

- Once submitted you will see updated results under the grant invoicing status, budget categories and activities tabs

Grant Invoice Tracking: Area District #30 - Area 30 Career Center					
PO Number:					Close
Grant Invoicing Status		Budget Categories		Activities	
Description	Number	Amount	Last Date		
Allocated Grant Amount		\$94,189.00			
Submitted Invoices	1	\$5,000.00	07/31/2023		
Approved Invoices	0	\$0.00			
Submitted Modifications	0	\$0.00			
Approved Modifications	0	\$0.00			
Submitted Asset Requests	0	\$0.00			
Approved Asset Requests	0	\$0.00			
Grant Funding Remaining		\$89,189.00			

Invoices / Modifications / Asset Requests					
Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	

- Right click on the invoice row and select submit invoice

Grant Invoice Tracking: Area District #30 - Area 30 Career Center					
PO Number:					Close
Grant Invoicing Status		Budget Categories		Activities	
Description	Number	Amount	Last Date		
Allocated Grant Amount		\$94,189.00			
Submitted Invoices	1	\$5,000.00	07/31/2023		
Approved Invoices	0	\$0.00			
Submitted Modifications	0	\$0.00			
Approved Modifications	0	\$0.00			
Submitted Asset Requests	0	\$0.00			
Approved Asset Requests	0	\$0.00			
Grant Funding Remaining		\$89,189.00			

Invoices / Modifications / Asset Requests					
Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	PENDING

- Add Invoice
- Edit Invoice
- Delete Invoice
- Submit Invoice
- Print Form

[https://cte.inters-dwd.com/indyGrants/index.html?ro=\[E66AA11B-3B02-4369-BF58-E116C07AAF9D\]&_dc=459127713141#](https://cte.inters-dwd.com/indyGrants/index.html?ro=[E66AA11B-3B02-4369-BF58-E116C07AAF9D]&_dc=459127713141#)

- Electronically sign by checking the box and typing your name and selecting sign. Only users specified as a grant administrator/fiscal agent can e-sign invoices.

Grant Invoice Tracking: Area District #30 - Area 30 Career Center

PO Number: Close

Grant Invoicing Status	Budget Categories	Activities		
Description		Number	Amount	Last Date
Allocated Grant Amount			\$94,189.00	
Submitted Invoices		1	\$5,000.00	07/31/2023
Approved Invoices		0	\$0.00	
Submitted Modifications		0	\$0.00	
Approved Modifications		0	\$0.00	
Submitted Asset Requests		0	\$0.00	
Approved Asset Requests		0	\$0.00	
Grant Funding Remaining			\$89,189.00	

Electronically Sign and Submit Invoice

I hereby acknowledge that the invoice I am submitting is correct and complete.

Type your name:*

Signing As: Grant Administrator

This constitutes your electronic signature and has the same legal impact as signing a printed version of this document.

Date Signed: 07/31/2023 @ 09:17 PM

Sign
Cancel

Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	PENDING

- Approval status will update from Pending to Signable

Grant Invoice Tracking: Area District #30 - Area 30 Career Center

PO Number: Close

Grant Invoicing Status	Budget Categories	Activities		
Description		Number	Amount	Last Date
Allocated Grant Amount			\$94,189.00	
Submitted Invoices		1	\$5,000.00	07/31/2023
Approved Invoices		0	\$0.00	
Submitted Modifications		0	\$0.00	
Approved Modifications		0	\$0.00	
Submitted Asset Requests		0	\$0.00	
Approved Asset Requests		0	\$0.00	
Grant Funding Remaining			\$89,189.00	

Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	SIGNABLE

- Once the invoice is in the Signable status, it is ready for a second signature. After the second signature is complete, the invoice will be submitted to the state and move from Signable to Reviewable in the system. This completes the process for the local entity.

Additional Notes

Invoice Statuses

- “Pending” – User enters a new invoice, but has not yet electronically signed the invoice
- “Signable” – One user has electronically signed, however there is no required second user signature
- “Reviewable” – Has two electronic signatures and has been submitted to the state CTE fiscal team, however no review has yet been completed by the state
- “Approved” – Both state reviewers have approved the invoice and it is now been submitted by the state for reimbursement
- “Denied” – A review has been completed and the invoice has been denied
- “Action Needed” – A reviewer has sent the invoice back to the user for updates

***Each invoice requires two signatures. It must be signed by the Grant Administrator (CTE Director) and the designated Fiscal Agent.**

Indiana Commission for Higher Education
Career and Technical Education Team
Date: August 1, 2023